

DATE: 11/12/2009

INVITATION TO BID  
THIS IS NOT AN ORDER

BID NO.: 50-00096085

**JEFFERSON PARISH**  
PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETNA, LA. 70054-0009  
504-364-2678

Page: 1

VENDOR:

BUYER: J. Lotz

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 12/01/2009 AND PUBLICLY OPENED UPON COMPLETION OF ADMINISTRATIVE TASKS.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES DISQUALIFY BID.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**  
**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. THIS BID PACKAGE MUST BE RETURNED IN ITS ENTIRETY.

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH will accept one bid only from each vendor. Items bid must meet or exceed specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds \$20,000.00 and the bidder is an agency, corporation, partnership, or other legal entity, the president, vice-president, secretary/treasurer, or an authorized agent, shall sign the proposal, and satisfactory evidence of the authority of the person signing for the agency, corporation, partnership, or other legal entity shall be attached to the proposal.

**AWARD OF CONTRACT:** JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

**USE OF BRAND NAMES AND STOCK NUMBERS:** Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

**CANCELLATION OF CONTRACT:** JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

Visit our website at [WWW.JEFFPARISH.NET/BIDS](http://WWW.JEFFPARISH.NET/BIDS)



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

JEFFERSON PARISH requires a firm price. Quoted price will remain firm until \_\_\_\_\_

**PRICES:** Jefferson Parish is exempt from paying sales tax under LSA-RS 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. If a contractor is to act as Purchasing Agent for tax-exempt purposes, the Parish shall specifically state so within this bid specification. All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

**RESPONSE TO INVITATION:** If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 105529 or 105530 dated 5/17/06. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.

**POSTING OF BIDS:** Non-Advertised bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA, for a period of Five (5) working days after opening date.

Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

1, 4, 5, 8, 9, 12, 13, 14, 15, 16

1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. Failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification (with no additional cost to the owner).
2. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project.
3. A Louisiana state contractor's license may be required in accordance with LSA-R.S. 37:2150 et seq.



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

4. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
5. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
6. All awards in excess of \$5,000.00 for the construction, alteration, or repair of any public works will be reduced to a formal contract which shall be recorded at the contractor's expense. A price list of recordation costs may be obtained from the Clerk of Court and Ex-officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 reduced to formal contract will require a performance bond.
7. A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. Performance bond shall be supplied at the signing of the contract.
8. Please indicate if you have insurance: YES \_\_\_\_\_ NO \_\_\_\_\_  
Successful bidder will be required to furnish proof of insurance to this office.  
Successful bidder will be required to furnish Federal I.D. Number.
9. Minimum insurance requirements for this bid are as indicated on the attached sheet.
10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid.
11. Affidavit required to be submitted with bids on all solicitations for construction, alteration or demolition of public building or project. (LSA-R.S. 38:2224)
12. This is a requirements contract to be provided on an as needed basis.
13. All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO \_\_\_\_\_

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

14. In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.
15. Vendor will be required to submit to the chief buyer of the JEFFERSON PARISH Purchasing Department a quarterly usage report by item of all items listed on this proposal.
16. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.



## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK \_\_\_\_\_

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) \_\_\_\_\_

**\*\*\* ALL BIDDERS MUST COMPLETE SECTION BELOW \*\*\***

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

(Must be signed here)

TITLE: \_\_\_\_\_

PRINT OR TYPE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

( )

( )

EMAIL ADDRESS: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ \_\_\_\_\_

**THIS BID MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY/FIRM FOR BID TO BE VALID. BID PACKAGE, INCLUDING INSTRUCTIONS AND SPECIFICATIONS, MUST BE RETURNED IN ITS ENTIRETY FOR BID TO BE VALID. SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.**

**NOTE: All bids should be returned with the bid number and bid opening date indicated on the outside of the envelope submitted to the Purchasing Department.**



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096085

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>A THREE YEAR CONTRACT FOR INSECT AND PEST CONTROL SERVICES AT VARIOUS LOCATIONS OF THE JEFFERSON PARISH LIBRARY - EAST AND WEST BANK</p> <p>PRE-BID WILL BE HELD ON: NOVEMBER 19, 2009 AT 9:30 AM AT THE EASTBANK REGIONAL LIBRARY 4747 W. NAPOLEON AVE. METAIRIE, LA 70001 MEETING ROOM A</p>		
1	1	ONLY	<p>0010 - 1st month cost for the initial clean-out treatment for the following location:</p> <p>Belle Terre Library 5550 Belle Terre Road Marrero, Louisiana 70072 (Approx SQ FT - 5,758)</p>		
2	1	ONLY	<p>0020 - 1st month cost for the initial clean-out treatment for the following location:</p> <p>Gretna Library 102 Willow Drive Gretna, Louisiana 70053 (APPROX SQ FT - 5,600)</p>		
3	1	ONLY	<p>0030 - 1st month cost for the initial clean-out treatment for the following location:</p> <p>Harahan Library 219 Soniat Avenue Harahan, Louisiana 70123 (APPROX SQ FT - 3,000)</p>		
4	1	ONLY	<p>0040 - 1st month cost for the initial clean-out treatment for the following location:</p> <p>Jane O'Brien Chatelain Westbank Regional Library 2751 Manhattan Blvd. Harvey, Louisiana 70058 (APPROX SQ FT - 35,000)</p>		
5	1	ONLY	<p>0050 - 1st month cost for the initial clean-out treatment for the following</p>		



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096085

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
6	1	ONLY	location:  Lakeshore Library 1000 West Esplanade Metairie, Louisiana 70005 (APPROX SQ FT - 840)  This location is in a temporary facility and the service will continue in the permanent facility at the same address once the new library facility is completed.		
			0060 - 1st month cost for the initial clean-out treatment for the following  location:  Live Oak Library 125 Acadia Drive Waggaman, Louisiana 70094 (APPROX SQ FT - 5,412)		
7	1	ONLY	0070 - 1st month cost for the initial clean-out treatment for the following  location:  Eastbank Regional Library (to include the Administration side) 4747 West Napoleon Avenue Metairie, Louisiana 70001 (APPROX SQ FT - 100,000)		
			0080 - 1st month cost for the initial clean-out treatment for the following  location:  North Kenner Library 630 West Esplanade Avenue Kenner, Louisiana 70065 (APPROX SQ FT - 9,350)		
8	1	ONLY	0090 - 1st month cost for the initial clean-out treatment for the following  location:  Old Metairie Library 2350 Metairie Road Metairie, Louisiana 70001 (APPROX SQ FT - 10,000)		
			0100 - 1st month cost for the initial clean-out treatment for the following		
9	1	ONLY			
10	1	ONLY			



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096085

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	1	ONLY	<p>location:</p> <p>Rosedale Library 4036 Jefferson Highway Jefferson, Louisiana 70121 (APPROX SQ FT - 7,138)</p> <p>0110 - 1st month cost for the initial clean-out treatment for the following</p>		
12	1	ONLY	<p>location:</p> <p>Terrytown Library 680 Heritage Avenue Terrytown, Louisiana 70056 (APPROX SQ FT - 5,400)</p> <p>0120 - 1st month cost for the initial clean-out treatment for the following</p>		
13	1	MO	<p>location:</p> <p>Wagner Library 6646 Riverside Drive Metairie, Louisiana 70003 (APPROX SQ FT - 6,200)</p> <p>0130 - 1st month cost for the initial clean-out treatment for the following</p>		
14	1	ONLY	<p>location:</p> <p>e-Branch 128 Sauve Road River Ridge, Louisiana 70123 (APPROX SQ FT - 500)</p> <p>0140 - 1st month cost for the initial clean-out treatment for the following</p>		
15	1	ONLY	<p>location:</p> <p>Edith S. Lawson Library in Westwego 635 Fourth Street Westwego, Louisiana 70094 (APPROX SQ FT - 7,183)</p> <p>0150 - 1st month cost for the initial clean-out treatment for the following</p>		
16	1	ONLY	<p>location:</p> <p>Riverside Building 6640 Riverside Drive Metairie, Louisiana 70001 (APPROX SQ FT - 9,664)</p> <p>0160 - 1st month cost for the initial clean-out treatment for the following</p>		



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096085

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
17	1	MO	<p>location:</p> <p>Library Maintenance Shop 2751 Manhattan Blvd. (REAR) Harvey, Louisiana 70058 (APPROX SQ FT - 5,000)</p> <p>This building is located behind the Jane O'Brien Chatain Westbank Regional Library.</p> <p>0165 - 1st month cost for the initial clean-out treatment for the following</p>		
18	35	MO	<p>location:</p> <p>Lafitte Library 4917 City Park Drive Lafitte, Louisiana 70067 (APPROX SQ FT - 4,500)</p> <p>0170 - Monthly cost for 35 months of Pest Control Services for the following</p>		
19	35	MO	<p>location:</p> <p>Belle Terre Library 5550 Belle Terre Road Marrero, Louisiana 70072 (APPROX SQ FT - 5,578)</p> <p>0180 - Monthly cost for 35 months of Pest Control Services for the following</p>		
20	35	MO	<p>location:</p> <p>Gretna Library 102 Willow Drive Gretna, Louisiana 70053 (APPROX SQ FT - 5,600)</p> <p>0190 - Monthly cost for 35 months of Pest Control Services for the following</p>		
21	35	MO	<p>location:</p> <p>Harahan Library 219 Soniat Avenue Harahan, Louisiana 70123 (APPROX SQ FT - 3,000)</p> <p>0200 - Monthly cost for 35 months of Pest Control Services for the following</p> <p>location:</p>		



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096085

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
22	35	MO	<p>Lakeshore Library 1000 West Esplande Avenue Metairie, Louisiana 70005 (APPROX SQ FT - 840)</p> <p>This location is in a temporary facility and the service will continue in the permanent facility at the same address once the new library facility is completed.</p> <p>0210 - Monthly cost for 35 months of Pest Control Services for the following location:</p> <p>Live Oak Library 125 Acadia Drive Waggaman, Louisiana 70094 (APPROX SQ FT - 5,412)</p>		
23	35	MO	<p>0220 - Monthly cost for 35 months of Pest Control Services for the following location:</p> <p>Eastbank Regional Library (to include Administration) 4747 West Napoleon Avenue (APPROX SQ FT - 100,000)</p>		
24	35	MO	<p>0230 - Monthly cost for 35 months of Pest Control Services for the following location:</p> <p>North Kenner Library 630 West Esplande Avenue Kenner, Louisiana 70065 (APPROX SQ FT - 9,350)</p>		
25	35	MO	<p>0240 - Monthly cost for 35 months of Pest Control Services at the following location:</p> <p>Old Metairie Library 2350 Metairie Road Metairie, Louisiana 70001 (APPROX SQ FT - 10,000)</p>		
26	35	MO	<p>0250 - Monthly cost for 35 months of Pest Control Services for the following location:</p> <p>Rosedale Library</p>		



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096085

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
27	35	MO	<p>4035 Jefferson Highway Jefferson, Louisiana 70121 (APPROX SQ FT - 7,138)</p> <p>0260 - Monthly cost for 35 months of Pest Control Services for the following location:</p> <p>Terrytown Library 680 Heritage Avenue Terrytown, Louisiana 70056 (APPROX SQ FT - 5,400)</p>		
28	35	MO	<p>0270 - Monthly cost for 35 months of Pest Control Services for the following location:</p> <p>Wagner Library 6646 Riverside Drive Metairie, Louisiana 70003 (APPROX SQ FT - 6,200)</p>		
29	35	MO	<p>0280 - Monthly cost for 35 months of Pest Control Services for the following location:</p> <p>e-Branch 128 Sauve Road River Ridge, Louisiana 70123 (APPROX SQ FT - 500)</p>		
30	35	MO	<p>0290 - Monthly cost for 35 months of Pest Control Services for the following location:</p> <p>Jane O'Brien Chatalain Westbank Regional Library 2751 Manhattan Blvd. Harvey, Louisiana 70058 (APPROX SQ FT - 35,000)</p>		
31	35	MO	<p>0300 - Monthly cost for 35 months of Pest Control Services for the following location:</p> <p>Edity S. Lawson Library in Westwego 635 Fourth Street Westwego, Louisiana 70094 APPROX SQ FT - 7,183)</p>		
32	35	MO	<p>0310 - Monthly cost for 35 months of Pest Control Services for the following</p>		



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096085

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
33	35	MO	location:  Riverside Building 6640 Riverside Drive Metairie, Louisiana 70005 (APPROX SQ FT - 9,664)		
			0320 - Monthly cost for 35 months of Pest Control Services for the following  location:  Library Maintenance Shop 2751 Manhattan Blvd. (REAR) Harvey, Louisiana 70058 (APPROX SQ FT - 5,000)  This building is located in the behind the library.		
34	35	MO	0330 - Monthly cost for 35 months of Pest Control Services for the following location:  Lafitte Library 4917 City Park Drive Lafitte, Louisiana 70067 (APPROX SQ FT - 4,500)		



Bid No.: 50-96085  
B2009000273

We extend this proposal to cover all labor, materials, and equipment necessary to provide a three (3) year contract for insect and pest control services at various library buildings, east and west bank for the Jefferson Parish Library Department.

The contract will be for a period of three (3) years, beginning with the execution of the contract.

**Section 1.0 Pre-Bid Conference:**

All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of the responsibility for information discussed at the conference. This conference is to inspect the sites with the Owner's representative, to allow for questions to be asked, for clarifications, etc. Failure to attend this pre-bid may not necessarily allow further inspection of the Library sites at a later date. (Inspection of the Library sites will take place on the same day as the pre-bid conference).

The Pre-Bid conference and inspection, does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the Contract, in accordance with the written specifications without any additional costs to the Owner.

The person to contact concerning this bid is Roy Burst, Library Property Manager. He can be reached at 838-1119 or 838-1132; between the hours of 8:00 am and 3:00 pm; Monday through Friday.

A Pre-Bid Conference will be held as per the following:

Date: November 19, 2009  
Time: 9:30 am  
Location: Eastbank Regional Library  
4747 W. Napoleon Avenue  
Metairie, Louisiana 70001

**Section 2.0 Scope**

We extend this proposal to cover the furnishing of labor, insecticides, pesticides, materials, and equipment necessary to provide a contract for pest and insect control services.

The contract will be for a period of three (3) years, beginning with the execution of the contract.

**Section 2.1 Quantities/Inspections:**

Bidders must inspect the sites prior to the submission of their bid, in order to determine the square footage, configuration, etc. to be serviced. This contract will cover all buildings and grounds within ten feet (10') of the scheduled buildings.



The person to contract concerning this bid is Roy Burst, Library Property Manager. He can be reached at 838-1119 or 838-1132, between the hours of 8:00 am and 3:00 pm; Monday through Friday.

### **Section 3.0 Deletion of Locations**

Jefferson Parish Library Department has the right to add or delete Library locations to be serviced at any time due to vacancies, additions, remodeling, opening, closures, etc.

A five (5) day notice will be given to the successful bidder prior to the reduction of service.

### **Section 4.0 Qualification of Bidders**

The contract must have provided pest/insect control services in similar in scope and value within the last three (3) years within Jefferson Parish and/or the Metropolitan area. Bidder is request to provide WITH THEIR BID five (5) references listing building or management companies, addresses, primary office addresses, and telephone numbers, including the name and owner and/or General manager with bid.

### **Section 5.0 Bid Specifications**

The contract shall be for a period of three (3) years, beginning on the first day of the month following the execution of the contract. The contractor must determine and implement the most effective treatment of the buildings and their surrounding areas.

The work under this contract shall conform with insecticide/pesticide application regulations of Federal, State, and local government agencies, as well as all pesticide governing agencies such as FIFRA, FDA, Louisiana Department of Agriculture, EPA, etc.

Bidder shall familiarize themselves with and shall be in compliance with all applicable Federal, State, and Municipal ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work of this contract, which may directly and/or indirectly affect the work of its performance. These laws and/or ordinances will be deemed to be included in the contract as though here in written form.

The contractor will combat and control all insect/pest problems including but not limited to ROACHES, ANTS, WATERBUGS, SILVERFISH, CRICKETS, SPIDERS, EARWIGS, FIRE ANTS, PAPER MITES, BOOK LICE, MILLIPEDES, GNATS, FLEAS, FRUIT FLIES, BEETLES, MICE, RATS, RODENTS, WASPS, BEES, HAIR LICE, CATEPILLARS, ECT.

Contractor will provide monthly maintenance per facility.

This contract does not include termite treatment.



Upon execution of the contract the contract there shall be an initial clean-out of all buildings under this contract. The areas serviced on the clean-out are as follows: all offices, all meeting rooms, snack bars, and vending machine areas, all kitchens and kitchenettes, all lunch rooms, all kitchen equipment, all food storage areas, and custodial closets. This means the entire building and structures.

There shall be a seven (7) to ten (10) day follow-up treatment to ensure reduction of any active infestation, following the initial clean-out and follow-up treatment, a regular monthly service treatment shall be scheduled to cover all restrooms, corridor walls, study rooms, thresholds, custodial closets, kitchens, and lunch areas, snack bars and vending machine areas, etc.. where applicable.

All offices will be treated on a complaint basis only.

### **Section 6.0 Report and Invoicing**

A service report MUST be mailed to Jefferson Parish Library Department, 4747 W. Napoleon Avenue, Metairie, Louisiana 70001 – Attention – Roy Burst, Library Property Manager.

A report shall be made on each building serviced under this contract and shall include the following information: problems discovered during inspection, (if any) chemicals (generic names) used, dilution/strengths, types of infestation found and their locations and activities inside and outside of the building. Any needed improvements in housekeeping practices as related to pest control programs, structural deficiencies and other services rendered during the reporting period should also be included in this report.

The contract shall submit an individual invoice for each location serviced under this contract, on the first of each month. The invoices shall be submitted to the Library Department, 4747 West Napoleon Avenue, Metairie, Louisiana 70001 – Attention: Jeannie Hobbie

### **Section 7.0 Frequency of Service**

In addition to scheduled visits, the contractor will be required at no additional costs to the Jefferson Parish Library Department, to visit sites and perform necessary pesticide treatments within twenty-four (24) hours after receiving notice from the Jefferson Parish Library Department that additional pest control is needed. Additionally, the contractor's management or technical staff should be available for consultation on an as needed basis, via telephone, and/or personal visit. Contractor will furnish to the Library Department a contract person, and contract number.

### **Section 8.0 Permits**

The contract shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. The contractor shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.



The contractor shall obtain any and all permits and shall pay all fees required in connection with this work.

The contractor **MUST** be duly licensed as a pest control contractor and is requested to furnish a copy of license and certifications with their bid.

### **Section 9.0 Safety**

The work for this project is located at the Jefferson Parish Library buildings and access to and from the sites will be safeguarded as such. All contractors' personnel working on this contract shall possess an identification badge with photograph, the company name, and the individual's name. Each identification badge shall be worn in a conspicuous area of the individuals' shirt front, left side.

### **Section 10.0 Funding**

Funds for payment of the Contract have been provided through the Department's budget approved by the Parish Council for the fiscal year.

In the event the Department has unanticipated needs and/or events which may prevent such payment against the contract, a written notice of intent to discontinue contract services will be sent to the contractor. The contract will become null and void thirty (30) days after written notice to discontinue.

### **Section 11.0 Termination for Convenience**

The Department may terminate this contract, in whole or in part, without showing cause by giving written notice to the contractor stating when the termination shall become effective. Termination for convenience will in no circumstances be a period of less than thirty (30) days from written notice.

The Department shall pay all reasonable costs incurred by the contractor up to the date of termination. The contractor will not be reimbursed for any anticipatory profits that have not been earned to the date of termination.

### **Section 12.0 Termination for Default**

When the contractor has not performed or has unsatisfactorily performed the Pest Control as specified in the Contract and within the Standards and Trade or is not satisfactory with the Department, payment shall be withheld at the discretion of the Administration. The contractor may appeal and shall be granted an opportunity for conference with the Departments' Administration.

A written notice of complaint will be sent to the contractor indicating the Library, the specific locations, the faults, and degree of dissatisfaction. The contractor will have five (5) days to correct discrepancies, however depending on fault – may require immediate response and/or



correction. At the end of the following thirty (30) days, if dissatisfaction still exists in any form the Department will have the right to notify the contractor in writing that this contract is effectively null and void.

Substandard and/or questionable workmanship and/or improper pest control techniques will be reason for non-payment and cancellation of remaining portion of contract. The Department reserves the right to inspect and determine if pest control methods are questionable and reserves the right for consultation and inspection with the contractor at the site.

However, serious breaches and/or circumstances may create immediate termination of contract. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the contractor is not entitled to any cost incurred by the contractor after written requested date of termination of contracted services.

### **Section 13.0 Special Instructions**

The successful bidder will provide separate pricing for the 1<sup>st</sup> month initial clean-out treatment and separate monthly cost for 35 months for pest control services.



**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
\_\_\_\_\_  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_  
INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED. THAT \_\_\_\_\_, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-  
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON  
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS  
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE  
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL  
PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF  
ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,  
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT  
PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE  
A TRUE AND CORRECT COPY OF AN  
EXCERPT OF THE MINUTES OF THE  
ABOVE DATED MEETING OF THE BOARD  
OF DIRECTORS OF SAID CORPORATION,  
AND THE SAME HAS NOT BEEN  
REVOKED OR RESCINDED.

\_\_\_\_\_  
**SECRETARY-TREASURER**

\_\_\_\_\_  
**DATE**



## **INSURANCE REQUIREMENTS**

All insurance requirements shall conform to Jefferson Parish Resolution No. 105529 dated 05/17/06

The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and Resolution No. 105529.

### **WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

### **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

### **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.  
Property Damage Liability \$1,000,000.00 each occurrence.

### **DEDUCTIBLES**

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible be borne by the contractor.

### **UMBRELLA LIABILITY COVERAGE**

An umbrella policy or excess may be used to meet minimum requirements.

## **CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:**

### **OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

### **BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.